

YOUTH SERVICES POLICY

Title: Hiring and/or Promotional Interviews Next Annual Review Date: 09/13/2015	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.26
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References: ACA Standard 2-CO-1C-13 (Administration of Correctional Agencies), Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, Pregnancy Discrimination Act of 1978, Americans With Disabilities Act, Immigration Reform and Control Act of 1986	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 09/13/2013

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405.
 Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To state the training requirements for all employees who conduct hiring and/or promotional interviews.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors, Regional Managers, and all YS' employees who conduct hiring and/or promotional interviews.

IV. DEFINITIONS:

Comprehensive Public Training Program (CPTP) - The state-funded training program for state employees. Through CPTP, agencies are offered management development and supervisory training, and general application classes on topics such as computer software and writing skills.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Assistant Secretary, Chief of Operations, Regional Directors, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that all employees who may be required to conduct hiring and/or promotional interviews shall complete the requisite training prior to conducting any interviews or participating as a member of an Interview, Promotions and Hiring Board.

VI. PROCEDURES:

- A. Training regarding interview techniques, applicable laws, workforce diversity and related issues shall be conducted as frequently as necessary to satisfy unit needs. Acceptable training includes:
 - 1. CPTP's "CONDUCTING AN EFFECTIVE JOB INTERVIEW" training class offered by the Comprehensive Public Training Program within the Division of Administration. This one and one-half (1 1/2) -day class will provide a basic introduction to effective interviewing skills. Participants will learn how to forecast necessary staffing levels based on required skills and changes in technology, perform a job skill analysis, prepare behavior-based interview questions, apply the basic requirements of employment laws to work situations, follow legally required interviewing guidelines, and develop a system to evaluate and select job candidates. This class is open to management and to those with special permission from their agencies; or
 - 2. Agency approved "Conducting an Effective Job Interview" training course for department-specific use.
- B. Each Unit Head shall be responsible for verifying compliance with this policy prior to any employee in his/her unit conducting hiring and/or promotional interviews.
- C. The Deputy Secretary may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service rules or other pertinent regulations.

Previous Regulation/Policy Number: A.2.26
Previous Effective Date: 07/21/2010

Attachments/References:

